

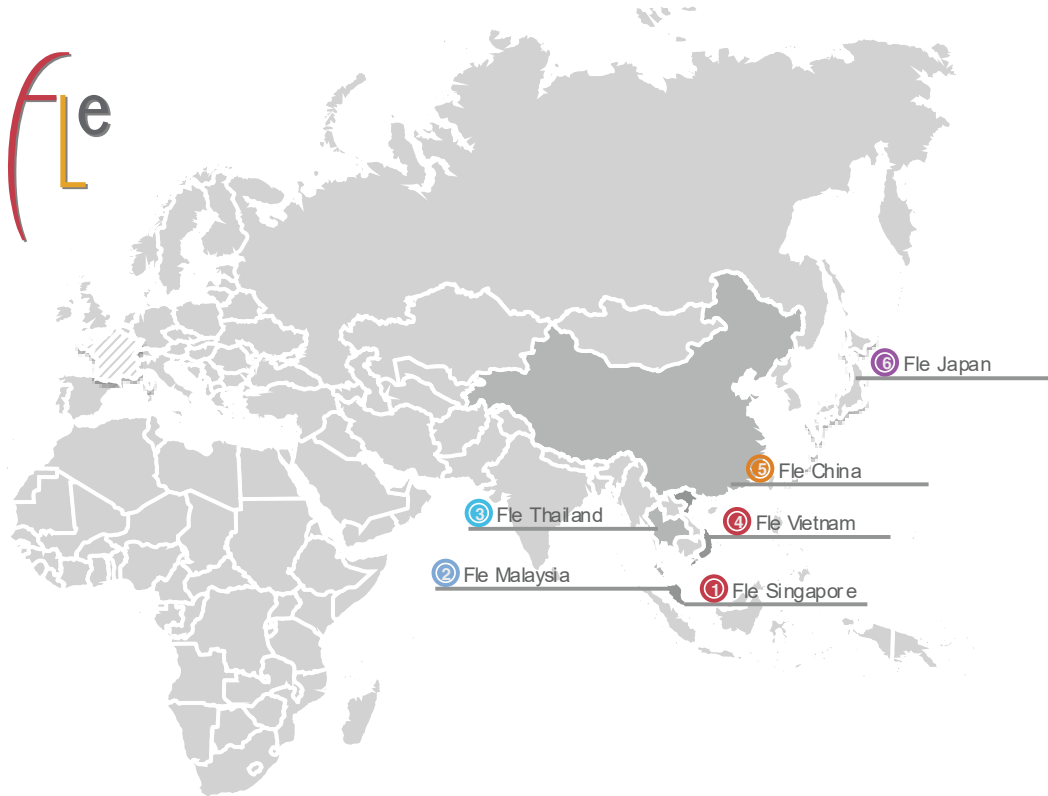


FLE VIETNAM CO., LTD.

Company Profile

We, the FLE Group of Companies, began our journey in Singapore in 1993. Through years of success, growth, and challenges, we have expanded our business across multiple regions in Asia. Our services include technical documentation, multilingual technical translation, graphic design, printing advertising/POP materials, and event promotion for international corporations.

With passion and professionalism, we are committed to helping our clients accelerate both globalization and localization efforts.



Singapore in 1993

1G, Cantonment Road #17-79, Singapore 085701

Malaysia in 1994

Kuala Lumpur Office
No.39, Gravitas Jalan 22/6, Seksyen 22, 40300 Shah Alam, Selangor Darul Ehsan
Shah Alam Warehouse
No.39, Gravitas Jalan 22/6, Seksyen 22, 40300 Shah Alam, Selangor Darul Ehsan
Johor Bahru Office
9 & 9A, Jalan Molek 2/4, Taman Molek, 81100 Johor Bahru, Johor Darul Takzim

Thailand in 2002

FLE THAILAND CO., LTD. BANGKOK
109 C.C.T Building, 3rd Floor, Surawongse Road, Khet Bangrak, Bangkok
FLE THAILAND CO., LTD. SRIRACHA
208/1 Moo 9, Surasak, Sriracha, Chonburi 20110

Hong Kong, China in 2003

FLE HONG KONG CO., LTD
Unit 503, 5/F., Silvercord Tower 2, 30 Canton Rd., Tsimshatsui, Kowloon

Vietnam in 2007

FLE VIETNAM CO., LTD. HANOI OFFICE
1st Floor, CT2 Building - Tay Mo Urban Functional Areas, Dai Mo Ward, Nam Tu Liem District, HN
FLE VIETNAM CO., LTD. HO CHI MINH OFFICE
E8/212M, National Highway 50, Phong Phu Ward, Binh Chanh District, HCM

China in 2008

FLE SHANGHAI CO., LTD
Units 701, 7/F Central Park-Jing'An, 329 Hengfeng Rd., Shanghai
FLE GUANGZHOU PRINTING CO., LTD.
RM.302B, No.4 Jishan Kengwei Road, Tianhe District, Guangzhou
FLE DALIAN CO., LTD.
Rm.701A, Block 12, No.21, East Software Park Road, Dalian
FLE GUANGZHOU CO., LTD.
Rm.3408, CITIC Plaza, No.233 Tianhe Road North, Tianhe District, Guangzhou
FLE SHENZHEN CO., LTD.
Room 08, 15/F, Kerry Center, Renminnan Road, Shenzhen
FLE BEIJING CO., LTD.
Room 1043, 10th Floor, Building 162, No. 10, Rongcheng North Road, Huairou District, Beijing

Japan in 2021

FLE Global GK
8F Fukuoka Daimyo Garden City, 2-6-50 Daimyo Chuo Ward, Fukuoka-shi, Fukuoka

Company Name

FLE VIETNAM COMPANY LIMITED

Establish

19/11/2027

Director

Rui Fujita

Business Line

- Translation & Localization
- Graphic Design & Layout
- Printing Services
- Advertising & Event Promotion

Employees

65 Employees

Location

Hanoi Head Office

Add: 1st Floor, CT2 Building, Tay Mo Functional Area, Nam Tu Liem District, HN

Ho Chi Minh: Office & Factory

Add: E8/212M, National Highway 50, Quarter 5, Binh Chanh District, HCM

Website

<https://www.fle.global>



CUSTOMER PORFOLIOS

FLE Vietnam is proud to collaborate with leading international corporations across various industries. Our long-term clients include global names such as Honda, Panasonic, Suzuki, Daikin, SAP, Brother, Tiger, and Sony, etc. These partnerships reflect our commitment to quality, reliability, and professional service in supporting technical documentation, translation, printing, and marketing solutions.



BUSINESS SCOPE

At FLE Vietnam, we empower businesses across various industries through our four core service lines: Translation, Design & Layout and Technical writing, Printing, and Advertising. Whether it's adapting complex technical content for global clients, creating engaging visual communications, producing print assets at scale, or supporting retail and promotional campaigns—we bring agility, creativity, and reliability to every project.

Our cross-industry experience enables us to tailor each solution to the specific demands of the sector, ensuring relevance and quality at every stage.



TRANSLATION

- Enterprise Software & UI Localization
- Multilingual technical translation & medical translation for over 40 languages
- Translation memory (term control) management with *CAT tool
- Content management and development

ADVERTISING

- Signboard design and installation
- Promotion event, internet marketing
- POSM creation and printing

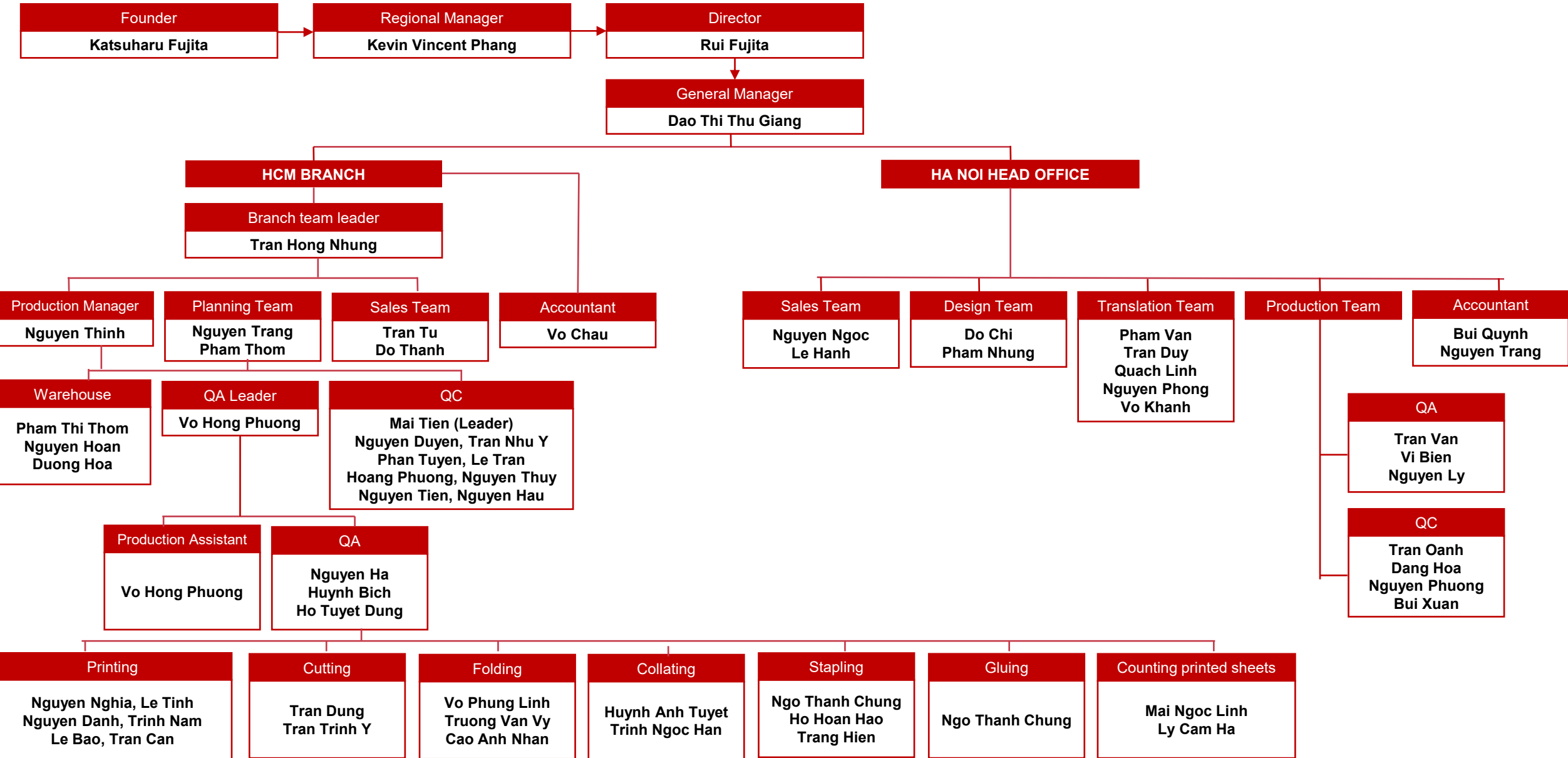
DESIGN & LAYOUT AND TECHNICAL WRITING

- Instruction manual, technical documentation writing service and design
- Graphic design

PRINTING

- Manuals, operating instructions, instruction sheets
- Labels
- Packaging items: carton boxes, gift boxes, PE/PP/LDPE bags
- Notebooks, school books, gift cards

ORGANIZATIONAL CHART



MULTILINGUAL TRANSLATION



Enterprise Software & UI Localization

- Localization of enterprise software such as SAP S/4HANA and SAP Concur, including user interface (UI/UX), system menus, error messages, and technical documentation - all tailored to international standards and local markets.



Technical Document Translation

- Manuals, product specifications, SOPs, MSDS Engineering, IT, and medical documentation
- Written in compliance with Simplified Technical English (STE)
- Content development and formatting for multilingual delivery



Corporate Content Translation

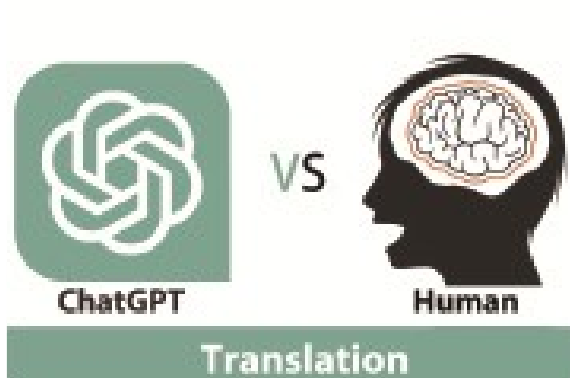
- Contracts, company policies, employee handbooks
- Training materials, internal communications
- Marketing materials: brochures, catalogues, press releases

TRANSLATION & LOCALIZATION

With a network of experienced linguists and domain specialists, FLE Vietnam delivers large-scale multilingual translation projects across more than 40 languages.

We combine deep industry knowledge with advanced CAT tools such as Trados, Memo Q, Hyper STE, and cloud-based platforms like XTM Cloud to ensure consistency, accuracy, and scalability.

Our robust quality assurance process includes translation memory management, terminology control, AI-assisted pre-checks, and bilingual human review—ensuring every deliverable meets international standards in both content and format.



GRAPHIC DESIGN & LAYOUT

We provide professional design services tailored to each brand's identity and communication goals. Key services include:



- **Marketing Material:** Brochure, Flyer, Poster, Catalogue
- **Packaging Design:** Label, Box, Sleeve, Bag
- **Event & Booth Design Graphics**
- **POSM:** Wobbler, Display stand, Standee, Hanger
- **Corporate Branding:** Logo, Business Card, Name Tag, Signboard

PAGE-MAKING & TECHNICAL DOCUMENTATION

We offer end-to-end page-making and layout services for multilingual content, using industry-standard tools such as Adobe FrameMaker, InDesign, Illustrator, and more. In addition to layout design, we also support clients in developing technical documents such as user manuals, product guides, and operating instructions—ensuring clarity, consistency, and print-ready output across all languages and formats.



- **Multilingual layout for manual, user guide, catalogue**
- **Script-based typesetting (Asian, European languages)**
- **Text fitting, reflow, and formatting for translation output**
- **Prepress preparation & print-ready file export**
- **Compatibility with Adobe InDesign, Illustrator, FrameMaker...**



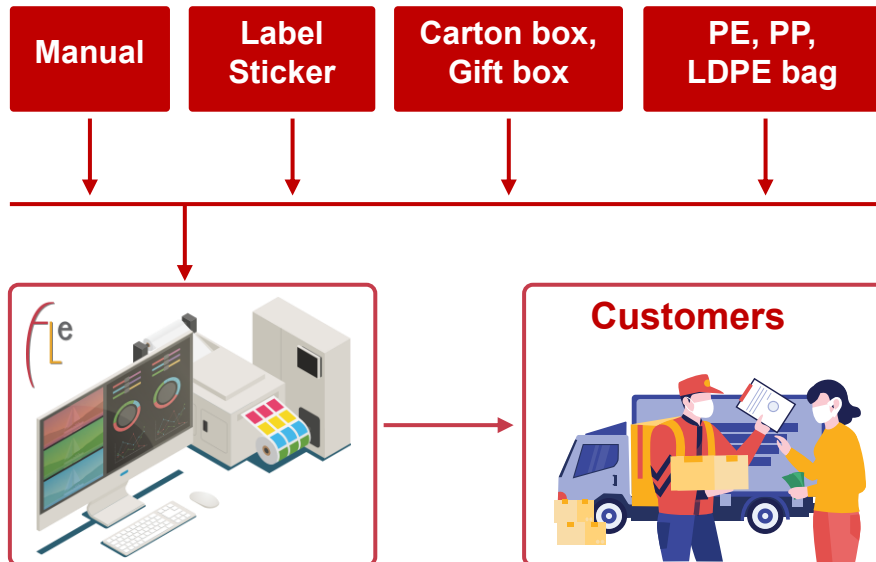
PRINTING SERVICES

FLE Vietnam offers a one-stop printing solution that combines production, material sourcing, and product assembly. Our service is designed to support clients with a seamless supply of printed and packaging materials-ready for use or distribution.

We maintain a reliable supply chain for a wide range of items such as Carton box, gift box, label, sticker and various type of bags. With expertise in production and packaging, we also provide inventory control and kitting services to ensure efficiency, consistency, and quality in every delivery.



- Manual, operating instruction, instruction sheet, folding leaflet
- Label, sticker
- Packaging items: Carton box, Gift box, PE/PP/LDPE bag, Sleeve
- Marketing items: Catalogue, flyer, POSM/POP
- Notebook, School book

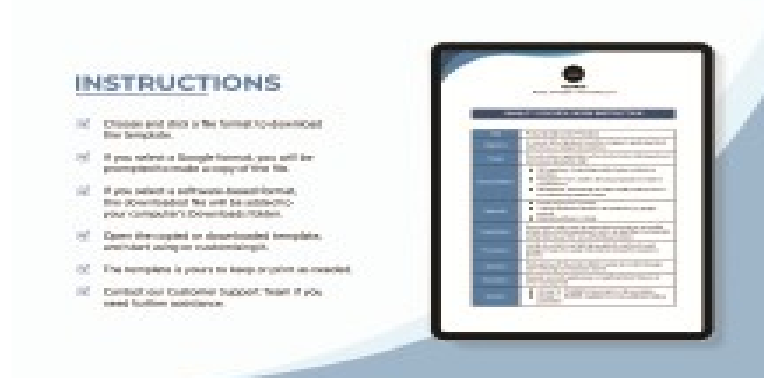


Stringent workflows

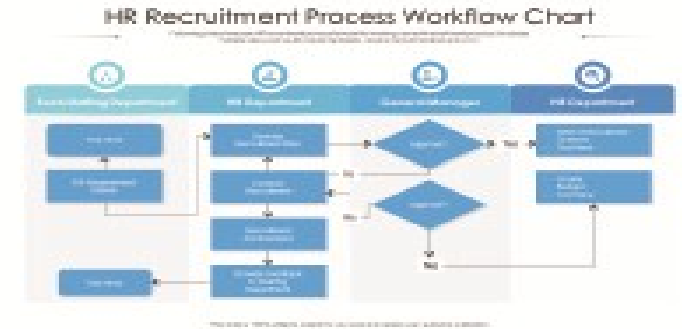
In order to provide steady service to clients, in-house workflow, rules/regulation, work procedure and Quality Standard rule are essential to be built and implemented. FLE is also providing in-house training to be able to standardize the level of work quality to our members. (ISO9001/2015 has been acquired in July 2018.)



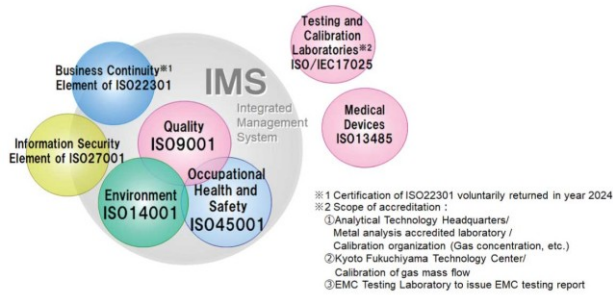
Assembly sequence card



QC work instruction



Workflow chart



RoHs management system flow chart

The form is titled 'OUTGOING INSPECTION REPORT' and 'INSPECTION / FINAL INSPECTION REPORT'. It includes fields for 'SUPPLIER', 'BUYER'S NAME', and 'DATE'. Below these are columns for 'Inspection' and 'Final Inspection', each with sub-columns for 'Check and Pass', 'Failed', 'Check and Pass', and 'Failed'. The table has multiple rows for recording inspection data. At the bottom, there are fields for 'Inspector's Signature' and 'Buyer's Representative'.

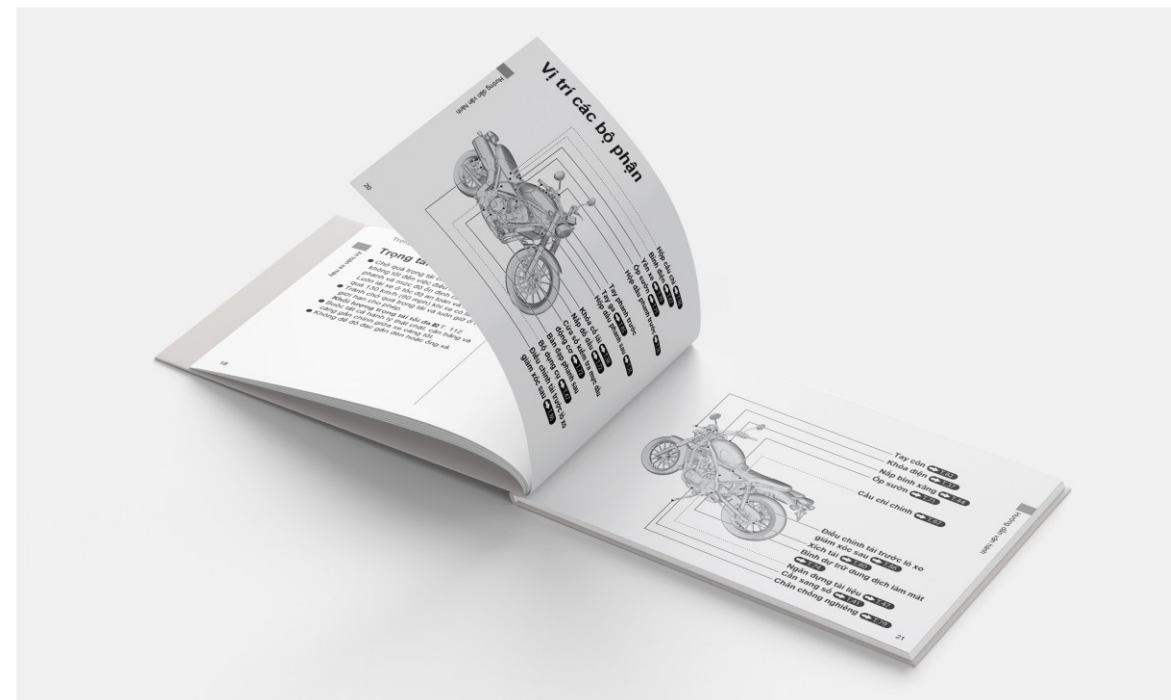
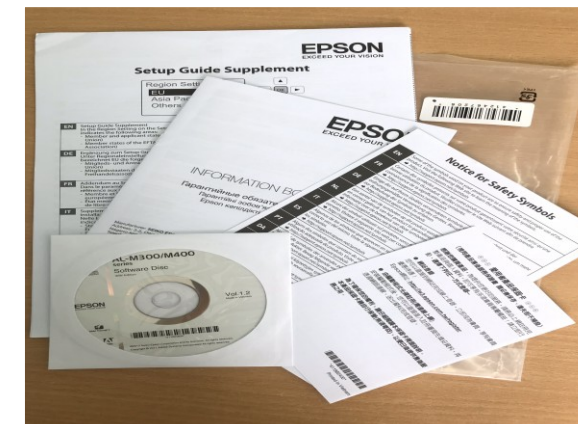
Outgoing inspection sheet



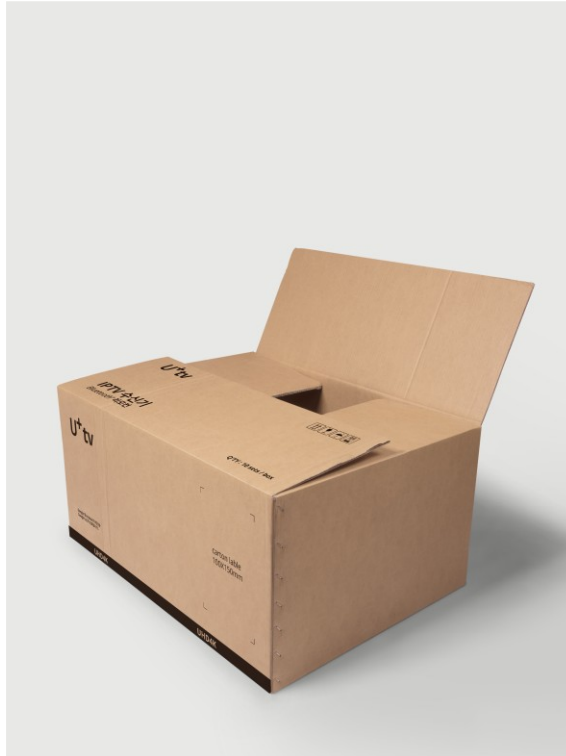
Daily QC report

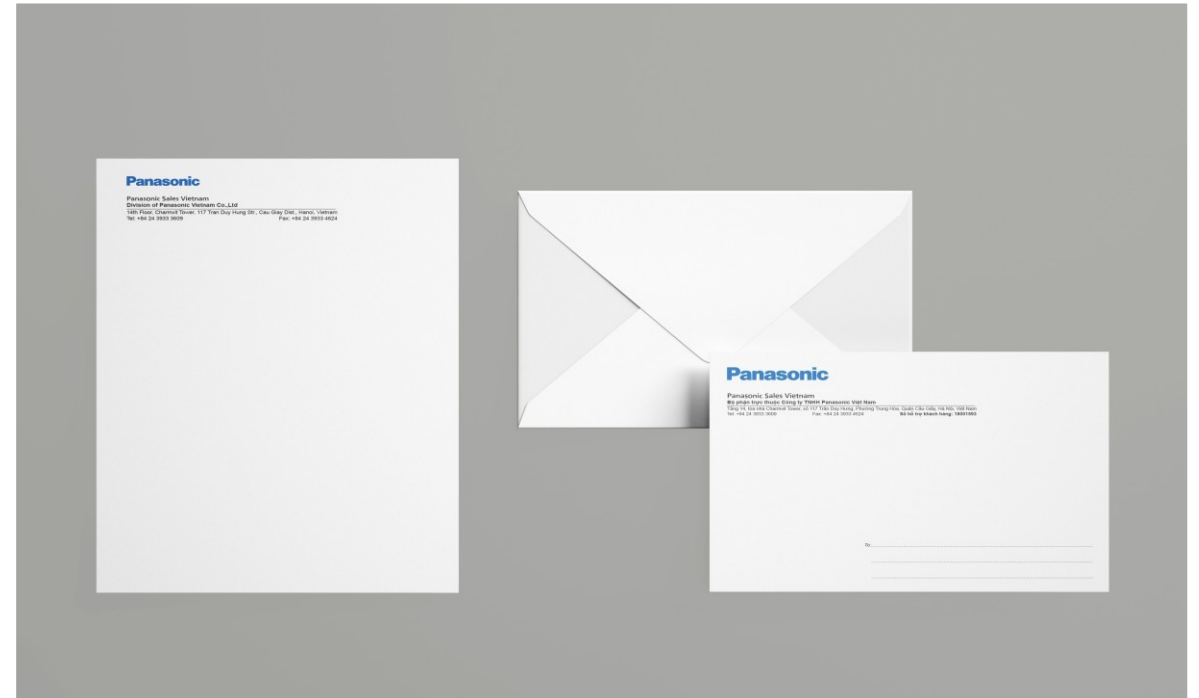
PRINTING SERVICES

Manuals, operating instructions, instruction sheets



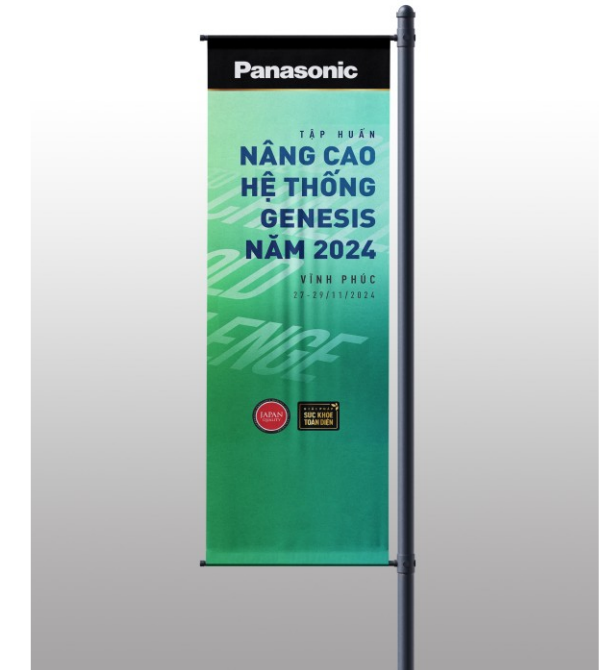






ADVERTISING AND PROMOTION

Packaging items: carton boxes, gift boxes, PE/PP/LDPE bags





Pocky Malaysia
Food/Beverages

Pocky Day
11th Nov

Timeline | About | Photos | Likes | More

100% response rate, 1-hour response time
Respond faster to turn on the icon

100k likes +35 this week

434 post reach this week

Promote Your Page
Connect with more of the people who matter to you

ABOUT

No. 9 Jalan 222 Petaling Jaya Selangor Darul Eh...
Add phone number
Add price range
Typically replies within a few hours
Message Now
http://www.glico.co.jp/en/ | Promote Website
Impressum

Promote

THIS WEEK

- 434 Post Reach
- 87 Post Engagement
- 2 Website Clicks
- 2 of 2 Response Rate
- 1 hour Response Time

Recent: 2015, 2014

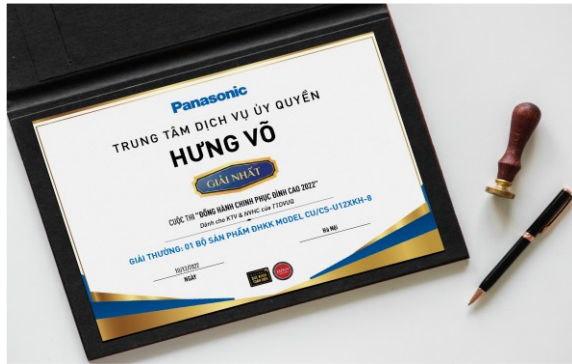
Jon Heboh in JB

14 people reached

Boost Post









PRINTING & PRODUCTION FACILITIES

FLE Vietnam operates fully equipped printing factory in HCMC and partnership factories in Hanoi, staffed by a team of highly skilled professionals. Our facilities are fitted, high-capacity printing machines and finishing systems, regularly upgraded to meet international standards. We provide a wide range of printing solutions-from manuals, labels, and catalogues to packaging and promotional materials-ensuring precision, quality control, and timely delivery for every project.



Enterprise Software & UI Localization

- Factory in HCMC and partnership factories in HN
- Skilled, experienced team
- Full-service printing: manuals, labels, packaging
- Fast delivery, strict quality control
- Barcode-based inventory & kittin



PRINTING & PRODUCTION FACILITIES



Some pictures belongs to our partner company

PRINTING & PRODUCTION FACILITIES



CERTIFICATIONS

FLE Vietnam is putting in various efforts deliberating on the effects of our business activities on the environment and society in order to improve if effectively, and is consistently dedicated to the sustainable development of the corporate while generating new values. To ensures that products come from responsibly managed forests that provide environmental, social and economic benefits, we managed to get FSC certificate on April 2022

We are ISO 9001:2015 certified and have Quality Management System.

